

The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,543	10,367	11,910
DD/P	1,327	7,403	8,730
DD/S	383	7,957	8,340
DD/S (Compt.Grilled Area)	51	429	480
DD/I	228	7,212	7,440
DD/I (Grilled Area)	909	2,871	3,780
DCI	3	27	30
Map Negative	<u>563</u>	<u>1,027</u>	<u>1,590</u>
TOTAL:	5,007	37,293	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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Weekly Report for Period Ending 8 January 1958
from [REDACTED]

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1. Contributions

a. Intangible

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- (1) Completed preparations for Mr. [REDACTED] DCI presentation on records management now scheduled for Monday, 13 January.

2. Active Projects

- a. 1958 Records Management Staff Files - Development of a classification plan for the primary subject category "Records Management" is 50% complete. Primary subjects for the administrative files have been selected.
- b. End-of-Year Progress Report - Topics for "highlights" selected and outline developed.

3. Inactive Projects

Graphics Register Film Index Card File.

4. News

- a. Attended two training sessions on "Effective Speaking." Prepared and delivered talk titled "Be a Five Percenter", the theme of which proposed devoting 5% of reporting time to an analysis of the reporting requirement.



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